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IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant : Kazutoyo MAEHIRO

Appln No : 10/084,332

Office of Initial
Patent Examination
Customer Service Center

Filed : February 28, 2002

For : TELECONFERENCING METHOD AND SYSTEM

COVER LETTER

Commissioner of Patents and Trademarks
Washington, D.C. 20231

Sir:

In response to the Notice to file Missing Parts of Application Filing Date Granted (copy attached) of March 27, 2002, the period for response being set to expire May 28, 2002 (May 27, 2002 being a Holiday), please find enclosed:

- an executed Declaration and Power of Attorney.
- a Letter to the Draftsman (including 9 sheets of drawings).
- a check in the amount of \$130.00 as payment of the surcharge for late filing of the

declaration.

The Commissioner is hereby authorized to charge any additional fee, or credit any overpayment to Deposit Account No. 19-0089.

May 20, 2002
GREENBLUM & BERNSTEIN, P.L.C.
1941 Roland Clarke Place
Reston, VA 20191
(703) 716-1191

Respectfully submitted,

Will. E. Lyndall Reg. No. 41,568
Bruce H. Bernstein
Reg. No. 29,027



P21976.P07

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant : Kazutoyo MAEHIRO

Confirmation No :

Serial No. : 10/084,332

Group Art Unit: 2681

Filed : February 28, 2002

Examiner : Unknown

For : TELECONFERENCING METHOD AND SYSTEM

LETTER TO THE DRAFTSMAN

Commissioner of Patents and Trademarks
Washington, D.C. 20231

Sir:

Enclosed are nine sheets of formal drawings corresponding to the drawings submitted together with the application as filed.

The Commissioner is hereby authorized to charge any additional fees concerning the application to Deposit Account No. 19-0089.

Respectfully submitted,
Kazutoyo MAEHIRO

Will E. Lytle Reg. No.
Bruce H. Bernstein 41,568
Reg. No. 29,027

May 20, 2002
GREENBLUM & BERNSTEIN, P.L.C.
1941 Roland Clarke Place
Reston, VA 20191
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UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS
UNITED STATES PATENT AND TRADEMARK OFFICE
WASHINGTON, D.C. 20231
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
10/084,332	02/28/2002	Kazutoyo Maehiro	P21976

7055
GREENBLUM & BERNSTEIN, P.L.C.
1941 ROLAND CLARKE PLACE
RESTON, VA 20191

CONFIRMATION NO. 5642

FORMALITIES LETTER



OC00000007722530

Date Mailed: 03/27/2002

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 130.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
 - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

*A copy of this notice **MUST** be returned with the reply.*

C. Uoravhite

Customer Service Center
Initial Patent Examination Division (703) 308-1202

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